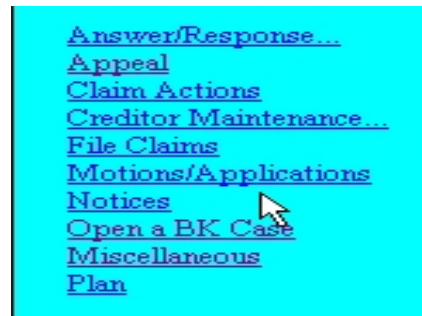
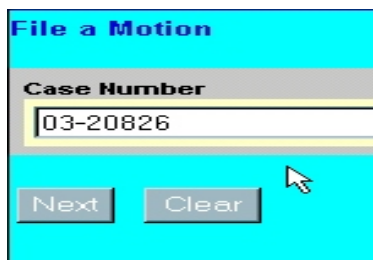

LIFT AUTOMATIC STAY

STEP 1 Select **Bankruptcy** from the **Main Menu**, and then click on **Motions / Applications**.



STEP 2 The **Case Number** entry screen displays.



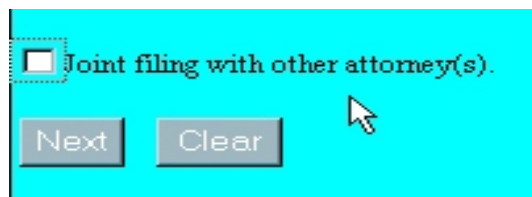
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

STEP 3 The select the type of **motion/application** being filed screen displays.



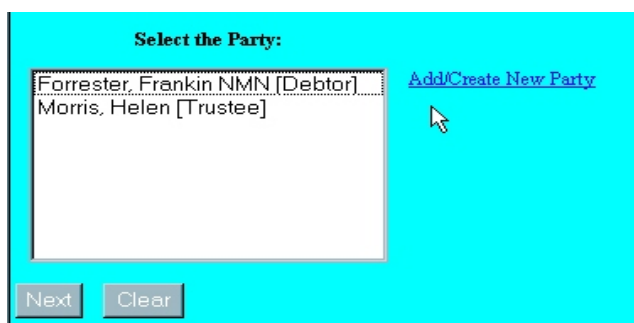
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



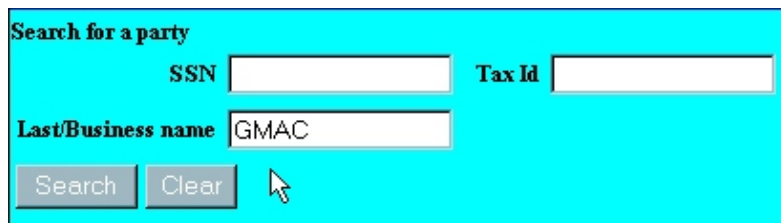
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ If name of party appears, click on the name and click **Next** and proceed to Step 10.
- ◆ If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to Step 6.

STEP 6 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.

Search for a party

SSN Tax Id

Last/Business name

Party search results

GMAC, GMAC, GMAC, GMAC, GMAC, GMAC

Person Address - Microsoft Internet Explorer

GMAC
ATTN: Bankruptcy Department
P. O. Box 5055
Troy, MI 48007
USA

- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

Party Information

GMAC SSN: Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the *Select the Party* screen, a new **Party Information** screen displays.

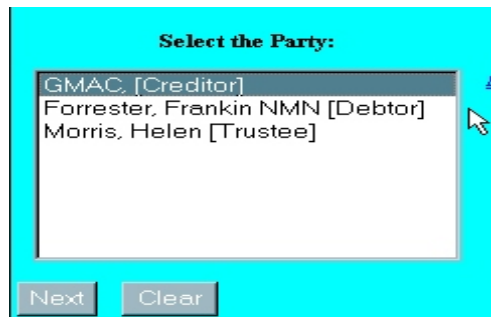
Party Information

Last name	<input type="text" value="GMAC"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
		Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
ProSe	<input type="text" value="no"/>	Role	<input type="text" value="Creditor (cr:cr)"/>
Party text	<input type="text"/>		

Submit Cancel Clear

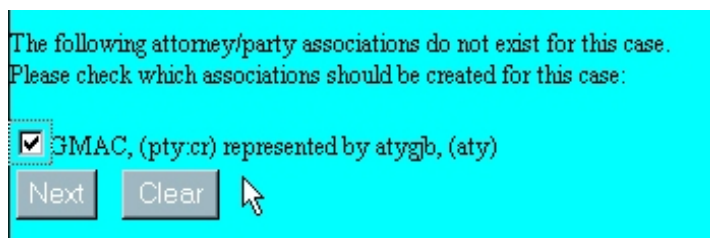
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen with your party highlighted displays.



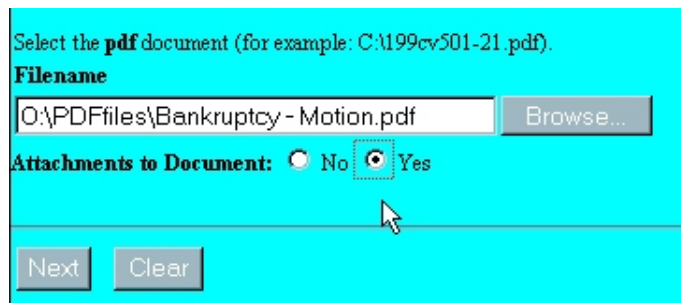
- ◆ Click on the **Next** button to continue.

STEP 11 If the **Party Association** screen displays, check the box to associate you as the attorney for the party selected/added.



- ◆ Click **Next** to continue.

STEP 12 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and any other documents, (e.g. an exhibit, appendix);
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy - Proposed Order.pdf

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Proposed Order"/>	<input type="text" value="Granting Motion to Lift Automatic Stay"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

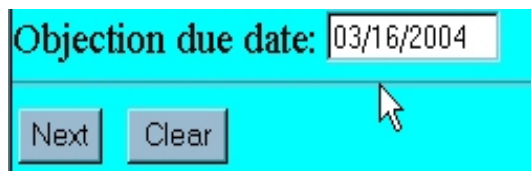
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed or if no **Type** is found.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button when finished.

STEP 14 The **Property, Notice of Motion and Certificate of Service** screen displays.



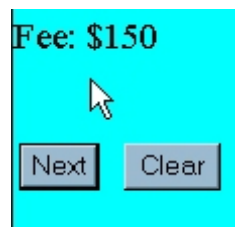
- ◆ Indicate if an **Agreed Order** is included with the motion by entering a lowercase “y” or “n” in the text box.
- ◆ Enter a description of the property.
- ◆ Indicate if a **notice of motion** and/or **certificate of service** are included with the motion by entering a lowercase “y” or “n” in the appropriate text box.

STEP 15 The **Objection due date:** screen displays.



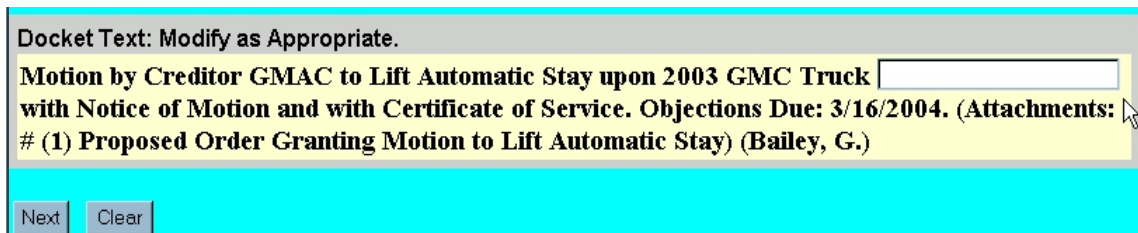
- ◆ The objection due date defaults to 15 days from the date of entry of this event.
- ◆ Click on the **Next** button.

STEP 16 The **Fee** screen displays showing the fee that will be charged to your Credit Card.



- ◆ Click **Next** to continue.

STEP 17 The **Modify Text** screen displays.



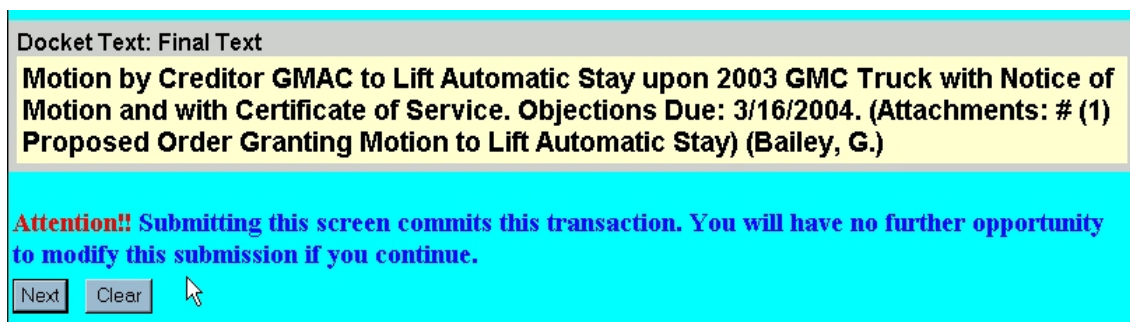
Docket Text: Modify as Appropriate.

Motion by Creditor GMAC to Lift Automatic Stay upon 2003 GMC Truck
with Notice of Motion and with Certificate of Service. Objections Due: 3/16/2004. (Attachments: # (1) Proposed Order Granting Motion to Lift Automatic Stay) (Bailey, G.)

Next Clear

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 18 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



Docket Text: Final Text

Motion by Creditor GMAC to Lift Automatic Stay upon 2003 GMC Truck with Notice of Motion and with Certificate of Service. Objections Due: 3/16/2004. (Attachments: # (1) Proposed Order Granting Motion to Lift Automatic Stay) (Bailey, G.)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 19 A Summary of Current Charges: screen displays.**Summary of current charges:**

Date Incurred	Description	Amount
2004-03-01 16:52:17	Motion to Lift Automatic Stay(2:03-bk-20826) [motion,mrlfsty] (150.00)	\$ 150.00
	Total: \$	150.00

Pay Now

Continue Filing

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 20 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/1/2004 at 4:52 PM EST and filed on 3/1/2004

Case Name: Franklin NMN Forrester

Case Number: [2:03-bk-20826](#)

Document Number: [15](#)

Docket Text:
Motion by Creditor GMAC to Lift Automatic Stay upon 2003 GMC Truck with Notice of Motion and with Certificate of Service. Objections Due: 3/16/2004. (Attachments: # (1) Proposed Order Granting Motion to Lift Automatic Stay) (Bailey, G.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=3/1/2004] [FileNumber=12049-0] [751cbfb8f4becbctf795ddfb3d6e66a30091d7b3810a729a47813582388edc203ac2ac5ceae6e909e9cd564dd179182b088782cfe287d1fec6d776dde5dfdfe0e]]

Document description:Proposed Order Granting Motion to Lift Automatic Stay
Original filename:O:\PDFfiles\Bankruptcy - Proposed Order.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=3/1/2004] [FileNumber=12049-1] [b17d301f0955fe06721729935414ebafb5cd9c44db9fdd120fa4f01a5d497aba3a9c8eb706136c19ba0a8994bf6969ce3bb7ad8a31b783a9d3ee31f8913028cb]]

2:03-bk-20826 Notice will be electronically mailed to: